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IMPORTANT INFORMATION REGARDING TAX PAYMENT

LOTTERY CREDIT The lottery credit is shown on the tax bill. The credit applies to property used as a *primary residence* as of January 1, 2004. If you have not received a lottery credit and think you qualify; contact the Clerk's Office by January 31, 2005. After January 31 you must contact the Department of Revenue.

PAYMENTS

All checks should be made payable to the **VILLAGE OF STURTEVANT**.

Tax payments can be made one of three ways:

- Payments can be mailed to the Village of Sturtevant 2801-89th Street, Sturtevant, WI 53177
- Payments can be made in person, at the Village Clerk's office during the normal business hours.
- Payments can be placed in the drop box at the Village Hall (no cash please).

Please note: If you need to pay your taxes in December for income tax purposes the payment must either be in the Clerk's Office (or drop box) by midnight December 31st or postmarked by December 31st. If you require a receipt, please include a self addressed stamped envelope.

HOURS

The Village of Sturtevant will be open 8:00 am to Noon and 1:00 to 5:00 pm Monday through Friday. The office will be **closed** on **December 23rd, 24th, and December 31st and January 3rd**.

TAX ESCROW CHECKS

If your mortgage company has not contacted you by the time you receive this bill you may need to call them to find out when your taxes will be paid. Escrow checks made payable to the property owners and all property owners listed on the check must endorse the Village of Sturtevant.

TAX ESCROW CHECKS IN EXCESS OF TAXES DUE

In accordance with the Wisconsin Department of Revenue procedures no cash refunds will be issued at the time the taxes are paid. Checks will be issued for all excess payments. These checks will be issued within five (5) working days of the tax payment. The refund payments will be issued in the name of all property owners on the check. (For example, if the escrow check is made payable to John Smith & Jane Doe, the refund check will be made payable to John Smith & Jane Doe.)

LATE TAX PAYMENTS

Tax payments are due by January 31, 2005. The payments must be in the Clerk's office or postmarked by that date. Tax payments made after January 31, 2005 must be mailed to the Racine County Treasurer at the address on the tax bill.

SALE OF PROPERTY

If you have recently sold the property, please forward the tax bill to the new owner.

If you have any questions, please call 262-886-7201.